

"CS" SERIES

CONTRACT

**PRINTING, BINDING, PACKAGING, AND DELIVERING THE
2009 IOWA ACTS AND THE 2009 CODE SUPPLEMENT**

CS-4 APPENDICES

Standards and Specifications, Delivery Instructions and Schedules, and Contact Information

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APPENDIX A PRODUCTION STANDARDS
TABLE A-1 GENERAL

PUBLICATION		BOOK SIZE	ORDER	ESTIMATED PAGE AND 32-PAGE SIGNATURE COUNT		
				PER BOOK		PER ORDER
Acts	CS	7 1/2" x 10 3/4" For Page Size See Table A-2.	2,750	Pages	1,376	3,784,000
				Signatures	43	118,250
CS	CS	7 1/4" x 10 1/2" For Page Size See Table A-2.	3,250	Pages	1,648	5,356,000
				Signatures	51 1/2	167,375

APPENDIX A PRODUCTION STANDARDS
TABLE A-2 PAPER STOCK

PUBLICATION		BRAND	SIZE	COLOR/ SHADE	FINISH	BRIGHT- NESS	OPACITY	BASIS WEIGHT	PPI	ARCHIVE	RECYCLED MATERIAL
Acts	CS	Custom Plus. Manufactured by Nexfor Fraser Papers Inc.	7 1/4" x 10 1/2" Finished	Blue White. True color or shade is cream white.	English Smooth	80	89	40#	Ideal 736 Range of 731-741	pH neutral (content of 7 or 7.5). Resistant to oxidation/archi- val quality.	Not applicable
CS	CS	↑	↑	↑	↑	↑	↑	↑	↑	↑	↑

APPENDIX A PRODUCTION STANDARDS
TABLE A-3 PAGE COMPOSITION AND PRINTING

PUBLICATION	IMAGE AREA FOR TYPE	FONT/POINT SIZE	ART- WORK	INK		BLEED BARS				
				Ratio (After Conversion)	Soy Oil	Placement		Width/Reverse Copy	Number of Pages Minimum	
	Acts	5 1/2 x 9 1/8 Inches, with folio	(1) Font. Imperial BT (2) Points. Various	Minimal (image of the State Seal)	1/1 black ink on two sides. No color (brown/light or faded black unacceptable)	100% must contain at least 10% soy oil	Right side of right- hand pages	Runs entire length of the page	(1) Width. 3/8"-wide (2) Reverse Copy. Yes.	Regular Session: 2 ----- Extraordinary Session: 3 for each
	CS	6 x 9 Inches, with Folio	(1) Font. Century Schoolbook (2) Points. Various	↑	↑	↑	↑	↑	Code Editor Notes: 1 Tables: 1 Index: 1 Other divisions possible	

APPENDIX B CONSTRUCTION STANDARDS
TABLE B-1 PRODUCTION ITEMS (OTHER THAN SETS OF ASSEMBLED PAGES)

ITEM	PERIODS	PUBLICATION	SPECIAL INSTRUCTIONS	NUMBER
SAMPLE COVERS	Trial Performance	Acts	(1) Preliminary Paper Proof Cover. Must be a laser proof or equivalent paper proof approved by the Agency Which illustrates how the books' covers will appear when the books are bound, including all lettering and numbering, and the location of the required impressions and foil pieces. (2) Virtual Replica. Lettering and numbering, and the location of the impressions, stampings, and foil pieces must be identical to that used in the production of the books. (3) Trimmed. Must be trimmed to size or marked to illustrate the trim size.	1 Proof
		CS	↑	↑
	Standard Performance	Acts	(1) Finished Sample. Cover for hard bound book. <i>See Table B-4.</i> (2) Exact Replica. Must include the same material, blanking, stamping of impressions, and attachment of foil pieces that will be used in the production of the books. Lettering and numbering and impressions. Stamping and the foil pieces must be identical to those used in the production of the books. (3) Dyes. Must be produced using the same dyes that will be used in the production of the books unless otherwise provided by the Agency. (4) Corners. Inside corners must be folded in the same manner as the books. (5) Trimmed. Must be trimmed to size.	1 Cover
		CS	(1) Finished Sample Cover for Perfect Bound Cover. <i>See Table B-4.</i> (2), (3), & (5) ↑ (4) Corners. N/A	↑
SETS OF DIGITAL PROOFS	Trial Performance	Acts	(1) Equivalency. "Digital proofs" must be laser proof replicating conventional blue line pages with crop marks or equivalent proof pages as approved by the Agency. (2) Exact Replica. Must be exact replica of the test composed pages delivered by the Agency, with corrections as directly ordered (by markup or replacement page) by the Agency. Agency will review corrected pages. Contractor is not required to deliver a new set of digital proofs. (3) Paper Size. Paper size must not exceed 8 1/2" x 11". (4) Print. Must be printed in black clearly legible type (no faded text). (5) Assembly. Must be assembled in the order that the Agency delivered test composed pages to the Contractor. (6) Format. Must be arranged in sequential order by page number as transmitted to the Contractor by the Agency, and delivered to the Agency in one of the following forms: (a) First Preference. Printed on both sides of each sheet and stapled or folded by signature in book form. (b) Alternative Preference. Printed on one side of each sheet and stapled by signature at the top left-hand corner.	2 Sets
		CS	↑	↑
	Standard Performance	Acts	(1), (3)-(6) ↑ <i>See Box for Trial Performance Period.</i> (2) Exact Replica. Must be exact replica of the composed pages delivered by the Agency to the Contractor in the same format as the digital proofs approved by the Agency during the trial performance period.	2 Sets
		CS	↑	↑

APPENDIX B CONSTRUCTION STANDARDS
TABLE B-2 PRODUCTION ITEMS (SETS OF ASSEMBLED PAGES)

		SPECIAL INSTRUCTIONS	NUMBER
PUBLICATION	Acts	(1) Exact Replica. Must be sets of digital or press proofs approved by the Agency during the standard performance period (is <u>not</u> required to be cut to the appropriate book size). (2) Page Order. Must be in sequential order by page number and signatures as required by the Agency. (3) 3-Hole Punched. Must be 3-hole punched along the left-hand side for insertion into standard 3-ring binders.	7 Sets
	CS	↑	↑

TABLE B-3 BOOKS (BINDING)

		CONSTRUCTION	CAMBRIC	BANDS Head Band and Foot Bands	SIGNATURES	
					Type	Construction
PUBLICATION	Acts	Book block thoroughly glued, smashed, and assembled as part of casing (lined with one or more supers and gauze tape) in a manner that ensures the book block is sturdily constructed and bound to the casing	(1) General. First and last signatures must be reinforced at the spine with cambric which measures at least 1" in width and at least 7/8" from the spine when concealed after the cover is attached to the end sheets. (2) Thoroughly Glued. The entire cambric must be completely glued to the book block (up to the head band and down to the foot band) in a manner that ensures the signatures are permanently bound.	Color must be alternating red and gold checkerboard pattern	(1) Full. Full 32-page or split (e.g., half 16-page) as approved by the Agency. (2) Prohibition. Signatures having more than 32 pages or less than 16 pages are prohibited.	Burst bound or Smythe sewn (tightly sewn)
	CS	Book block thoroughly glued, smashed and attached to the cover's inside spine (up to the top of the spine down to the bottom of the spine) in a manner that ensures the book block is sturdily bound to the cover	N/A	N/A	↑	Perfect bound

APPENDIX B CONSTRUCTION STANDARDS
TABLE B-4 BOOKS (COVERING)

	CONSTRUCTION	MATERIALS			
		Back Line	Binder's Board	End Sheets	Cover Material
PUBLICATION	<p>Acts</p> <p>(1) Case Bound Book. Cover must conform to sample finished cover approved by the Agency, with Agency corrections if necessary.</p> <p>(2) Attached Signatures. Signatures must be securely attached to the book block. <i>See Table 3.</i></p> <p>(3) Corners. For the top corner, the top fabric must be folded down and glued down before the side fabric is folded over, glued down, and trimmed at an angle. For the bottom corner, the bottom fabric must be folded up and glued down before the side fabric is folded over, glued down, and trimmed at an angle. The corner folds must be thoroughly smashed and mitered in a manner that prevents the fabric from fraying.</p> <p>(4) Loose Rounded Spine. Spine must be loose and rounded, with uniform and tight joints and adequate gutters. A loose and round spine means the casing must <u>not</u> be glued to the back of the book block.</p> <p>(5) Blank Pages. The use of blank pages other than delivered to the Contractor by the Agency must be approved by the Agency.</p> <p>(6) Dies. All type and bars must be set from the sampling die on the spine.</p>	Heavy 90# kraft on the spine area	Davey red label binder's board with .097" thickness	80# publisher white	Fabric. Tan color. Same Buckram grain commonly known as the type and variety designated as Roxite F taupe #69564, and produced by ICG-Holliston, or an equivalent cover approved by the Agency
	<p>CS</p> <p>(1) Perfect Bound Book. Cover must conform to sample finished cover approved by the Agency, with Agency corrections if necessary.</p> <p>(2) & (5) ↑</p> <p>(3) Corners. N/A</p> <p>(4) Loose Rounded Spine. N/A</p>	N/A	N/A	N/A	Tan color. Heavyweight cellulose-blended latex-saturated material. Same material commonly known as 17 pt. Lexotone (Lexotone® 17 GA LX17, tan, Nubuckram, series 1, Ref. # 6268-1 LK 25806), and produced by FiberMark, or an equivalent cover approved by the Agency

APPENDIX B CONSTRUCTION STANDARDS

TABLE B-5 BOOKS (DECORATION)*

	FRONT AND BACK COVERS	SPINE	
		Stamping	Foil Pieces
PUBLICATION	<p>Blind Stamping (Bars). All of the following:</p> <p>(1) General. One impression of blind stamping on the front and back of the cover. Approx. 1/4" from top and sides of the book.</p> <p>(2) Dies. A die must be one piece.</p>	<p>(1) Blind Stamping: None.</p> <p>(2) Type. All of the following:</p> <p>(a) Appearance and Color. Crisp and distinct black.</p> <p>(b) Location. Centered and equal distance between the red and black foil pieces. <i>See Foil Pieces Box.</i></p> <p>(c) Content and Point Size. The number "1". Approx. 80 pts.</p> <p>(d) Font. One of the following:</p> <p>(i) First Preference. Imperial BT.</p> <p>(ii) Second Preference. Century Schoolbook.</p> <p>(e) Spacing. N/A.</p> <p>(3) Dies. All of the following:</p> <p>(a) Setting. Type must be set from the sampling die.</p> <p>(b) One Piece. A die must be one piece.</p>	<p>(1) Red Foil Piece. All of the following:</p> <p>(a) Affixed. Affixed in a manner that is permanently attached to the book.</p> <p>(b) Alignment. Straight.</p> <p>(c) Dimensions. Approx. 1 7/8" high and wrapped to the gutter of the spine.</p> <p>(d) Appearance and Color. Type is crisp and distinct gold leaf.</p> <p>(e) Location. The top edge approx. 1 7/8" from the top edge of the book.</p> <p>(f) Text. All of the following:</p> <p>(i) Location. Centered between the sets of gold bars.</p> <p>(ii) Content and Point Size. The content depends upon whether the General Assembly meets in regular session or regular session and one or more extraordinary sessions.</p> <p>(*) Regular Session Alone. 1st Line: the word "ACTS" and the number "2009", 2nd Line: the word "REGULAR", 3rd Line: the word "SESSION", and 4th Line: the number "83" and the abbrev. "G.A."</p> <p>(**) Regular and Extraordinary Session(s). 1st Line: the word "ACTS" and the number "2009", 2nd Line: the word "REGULAR", 3rd Line: the word "SESSION", and 4th Line: the words "AND EXTRA", 5th Line: the word "SESSION" or "SESSIONS", and 6th Line: the number "83" and the abbrev. "G.A." Approx. 11 pts.</p> <p>(iii) Font. Century Schoolbook.</p> <p>(iv) Spacing. Uniform spacing for letters, words, and numbers.</p> <p>(g) Bars. Two sets of bars must run horizontally at the top and bottom of the foil pieces as follows:</p> <p>(i) Size. For each set of bars, all of the following:</p> <p>(*) Wide Top Bars. Approx. the size of a 12 pt. line of rule.</p> <p>(**) Thin Bottom Bars. Not thicker than a 6 pt. line of rule.</p> <p>(ii) Distance. The distance between the wide and thin bars must not be less than a 1 1/2 pt. line of rule and not greater than a 2 pt. line of rule.</p> <p>(iii) Placement. For the top set of bars, the distance between the top edge of the wide bar and the top edge of the foil piece must not be less than a 1 1/2 pt. line of rule and not greater than a 2 pt. line of rule. For the bottom set of bars, the same distance applies between the bottom edge of the wide bar and the bottom of the foil piece.</p> <p>(2) Black Foil Piece. All of the following:</p> <p>(a), (b), (c), (d), and (g). ↑</p> <p>(e) Location. The bottom approx. 3 1/2" from the bottom edge of the book.</p> <p>(f) Text. ↑ Except (ii)</p> <p>(ii) Content and Point Sizes. All of the following:</p> <p>1st Line. The word "IOWA". Approx. 12 pts.</p> <p>2nd Line. The number "82". Approx. 70 pts.</p> <p>3rd Line. The number "2008" Approx. 12 pts.</p>

* The Agency will deliver sample books to the Contractor. Except for the text provided in the Appendix, the specifications are intended as a guide.